UNITED
NATIONS

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Secretariat

ST/IC/1996/46
29 July 1996

INFORMATION CIRCULAR

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: MEMBERSHIP OF THE APPOINTMENT AND PROMOTION BOARD AND OF THE HEADQUARTERS APPOINTMENT AND PROMOTION COMMITTEE*

1. The Secretary-General, in consultation with, and after consideration of a list of names proposed by the Staff Council, has appointed the following staff members as members and alternate members of the Appointment and Promotion Board and of the Headquarters Appointment and Promotion Committee to serve for 18 months from 24 July 1996 to 23 January 1998.

2. The composition of the Appointment and Promotion Board and the Appointment and Promotion Committee was established taking into account the need for a balanced geographical, departmental and gender representation. Also, in accordance with the recommendation of the Staff Management Coordination Committee at its fourteenth session, which was approved by the Secretary-General, a certain number of members from the former Board and Committee remain as members of the new Board and Committee for purposes of continuity.

I. APPOINTMENT AND PROMOTION BOARD

Members

Ms. Lyutha Al-Mughairy**	Promotion and Public Services Division Department of Public Information

* Personnel Manual index No. 4110.

** Members nominated by the Staff Council.

Mr. Joseph Chamie**	Population Division Department for Economic and Social Information and Policy Analysis
Mr. Nitin Desai	Under-Secretary-General for Policy Coordination and Sustainable Development
Mr. Felix Downes-Thomas**	Complex Emergency Division Department of Humanitarian Affairs
Ms. Maria Maldonado	Americas Division Department of Political Affairs
Ms. Diana Russler	Office of the United Nations Security Coordinator Office of Conference and Support Services Department of Administration and Management
The Assistant Secretary-General for Human Resources Management or his representative as ex officio member	

Alternate members

Ms. Monique Corvington**	Interpretation, Meetings and Documentation Division Office of Conference and Support Services Department of Administration and Management
Ms. Cristina Hannig	Statistical Division Department for Economic and Social Information and Policy Analysis
Ms. Linda Perkin**	West Asia Division Department of Political Affairs
Mr. John Renninger**	Europe Division Department of Political Affairs
Mr. Ismat Steiner	Division for Ocean Affairs and the Law of the Sea Office of Legal Affairs
Mr. Dmitry Titov	Africa Division Department of Peace-keeping Operations

II. HEADQUARTERS APPOINTMENT AND PROMOTION COMMITTEE

Members

Ms. Vladislava Bartosch	Electronics Services Division Office of Conference and Support Services Department of Administration and Management
Ms. Gail Bindley-Taylor-Sainte**	Media Division Department of Public Information
Mr. Furio De Tomassi**	Division of Public Administration and Development Management Department for Development Support and Management Services
Mr. Alexandre Fedorchenko**	Translation and Editorial Division Office of Conference and Support Services Department of Administration and Management
Ms. Robin Ludwig	Electoral Assistance Division Department of Political Affairs
Mr. Lamin Sise	Office of the Assistant Secretary-General Department of Peace-keeping Operations
The Assistant Secretary-General for Human Resources Management or his representative as ex officio member	

Alternate members

Ms. Mahnoush Arsanjani	Codification Division Office of Legal Affairs
Ms. Paulette Austin**	Division of Public Administration and Development Management Department for Development Support and Management Services
Mr. Anton Bronner**	Purchase and Transportation Division Office of Conference and Support Services Department of Administration and Management
Mr. Ralph Chipman	Division for Sustainable Development Department for Policy Coordination and Sustainable Development
Mr. Ransford Cline-Thomas**	Media Division Department of Public Information

Ms. Ana Luiza Cortez	Macroeconomic and Social Analysis Division Department of Economic and Social Information and Policy Analysis
Ms. Sachiko Kuwabara-Yamamoto	Codification Division Office of Legal Affairs
Ms. Phyllis Lee	Office of the Director Department of Humanitarian Affairs
Ms. Mary Williams Silveira**	Division for Sustainable Development Department for Policy Coordination and Sustainable Development
Ms. Hania Zlotnik**	Population Division Department of Economic and Social Information and Policy Analysis

3. Ms. Janine Lockshin will serve as Secretary of the Appointment and Promotion Board and of the Headquarters Appointment and Promotion Committee.

UNITED NATIONS **ST**

Secretariat

ST/IC/1996/47
1 August 1996

ENGLISH ONLY

INFORMATION CIRCULAR

To: Members of the staff at Headquarters

From: The Assistant Secretary-General for Human Resources Management

Subject: AFTER-SCHOOL RECREATION AND STUDY PROGRAMME FOR UNITED NATIONS CHILDREN*

1. The After-School Recreation and Study Programme is open to 5- to 11-year-old children whose parents work at the United Nations. Conducted under the auspices of an independent Board of Trustees, the Programme offers arts and crafts, athletic activities, dance and creative movement, games and homework under the supervision of qualified staff.

2. Begun over 26 years ago to assist working parents who were not in a position to provide after-school care for their young children, the Programme enjoys limited subsidies which make it possible to open it up to parents at the cost of $500 per child per semester. This fee represents only a part of the actual cost per child incurred by the Programme. Special family circumstances will be taken into consideration for those families with a net joint income below $30,000. Depending upon the demand, further criteria may be established by the Board of Trustees.

3. The autumn 1996 semester will run from Monday to Friday, beginning Monday, 9 September 1996, from 3.15 p.m. to 6.15 p.m. Although transportation will be provided from the United Nations International School building at 25th Street to the DC-2 building, 45th Street entrance (330 East 45th Street), other arrangements will have to be made for children coming from other schools.

4. Interested parents are invited to complete the attached application form and return it no later than 26 August 1996 to room DC2-839.

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* Personnel Manual index No. 13000.

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5. Staff members are encouraged to enrol their children between the ages of 5 and 11 years in the Programme, in accordance with information circular ST/IC/86/21 of 2 April 1986. It is assumed that parents who do not choose to enrol their children are making other arrangements. If staff members require that their children meet them and remain for any length of time within any of the Secretariat buildings, the Administration suggests that parents ensure that their children respect the working areas of other staff and maintain the proper decorum.

6. For further information, please call extension 3.8730.

APPLICATION FOR THE AFTER-SCHOOL RECREATION AND STUDY PROGRAMME
FOR UNITED NATIONS CHILDREN

Autumn semester 1996

Renewal ☐

New application ☐

INSTRUCTIONS: Please answer all questions. Write NONE when applicable. Incomplete applications will not be accepted.

Child's name _____

Birth date _____ Sex _____ Grade _____

School currently attending _____ Location _____

Previously enrolled in After-School Recreation and Study Programme? Yes/No

Name of parent or guardian _____ Room _____ Ext. _____

Home address _____ Tel. _____

Grade and step _____ Education grant: Yes/No Nationality _____

Name of spouse _____

Does your spouse work in the United Nations or a specialized agency? Yes/No

If yes, please give grade and step _____ Education grant: Yes/No

Room _____ Ext. _____

If not, please give spouse's (a) Occupation _____

(b) Employer _____ Address _____ Tel. _____

Information on other dependent children:

	Child's name	Sex	Birth date	School	Location of school
1.	_____	_____	_____	_____	_____
2.	_____	_____	_____	_____	_____
3.	_____	_____	_____	_____	_____

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While the Programme, to the extent of its capability, is open to all United Nations parents, it is a subsidized programme established essentially for those working parents who are not in a position to provide after-school care for their young children. Therefore, all parents are expected to pay for each child $500 per semester, which represents only part of the actual cost per child incurred by the Programme. Special family circumstances will, however, be taken into consideration for those families with a net joint income below $30,000.

How many persons does your family salary provide for? _____

Is your net family income* above $30,000? Yes/No

You may be asked to provide supporting information at a later date.

CERTIFICATION

I certify that the above information is correct and complete to the best of my knowledge and belief.

Date _____ Signature _____

Payment made to ASRSP is attached. This fee is non-refundable unless the Programme is discontinued. There will be a late fee of $50.

The hours are from 3.15 p.m. to 6.15 p.m. Any early arrival must be supervised by the accompanying adult until 3.15 p.m. The Programme cannot assume responsibility for any child brought to its premises prior to the scheduled opening time. Children must be picked up at the latest at 6.15 p.m. Children will be asked to leave the Programme if parents fail to pick them up on time on two occasions. In such an event, there will be no refund of the fee.

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* Net income is defined as salaries, post adjustment, as well as education grant, dependency, housing and any other allowances minus United Nations staff assessment and United Nations pension contribution.